



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: HRM
Number: 3370.1A
Date: March 9, 2001
Subject: Employee ID Cards

1. **PURPOSE AND SCOPE.** To establish policy and procedures for issuance and control of identification (ID) cards for the D. C. Department of Corrections (DCDC) employees, contractors, interns and volunteers.
2. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. All DCDC employees, contractors, interns and volunteers will be issued an identification card.
 - b. Security and control of personnel entering and exiting all DCDC facilities will be maintained.
 - c. Retirement Identification Cards will be issued to eligible DCDC employees upon retirement.
3. **DIRECTIVES AFFECTED.**
 - a. **Directives Rescinded:** D.O. 3370.1 "Employee ID Card" (12/9/88)
 - b. **Directives Referenced:** D.O. 1310.3A "Volunteer Program"
4. **STANDARDS REFERENCED.** None
5. **PROCEDURES.**
 - a. **Initial Issuance and Expiration.** During initial processing, employees shall present his/her Appointment Letter and a completed Form 1.512, "Application for Department of Corrections Employee Identification Card," (Attachment 1) to the Human Resource Management Division (HRMD) for issuance of an ID card. Each employee shall sign for his/her new ID card. ID cards will not be mailed, picked up by another employee, or otherwise delivered to any individual except as authorized in writing by the Special Project Officer.

b. Expiration

- (1) Identification cards for permanent employees shall expire on the employee's birthday four years from the year of issuance.
- (2) ID cards for temporary/contract/intern employees shall expire at the end of the temporary/contract/intern appointment.
- (3) ID cards for volunteers shall expire in one year from the month of issuance.

c. Renewal. ID cards for permanent employees shall be renewed, to the extent possible, during the week of the employee's birthday.

d. Replacement. Employee ID cards will be replaced only upon expiration, destruction, damage, recall, loss or theft. An employee/retiree shall not have more than one ID card in his/her possession or control at any given time. Employees/retirees shall request and complete a Form 1.512 for a replacement card. The employee/retiree shall deliver the completed Form 1.512 to the HRMD. If an error is detected in the spelling of an employee's name or date of birth, etc., the employee should return the ID card to the Office of Special Projects as soon as possible for replacement. Such an ID card may be replaced without further approval.

Employees are responsible for requesting replacement cards to reflect name changes. Original legal documentation is required.

6. IDENTIFICATION CARD DESCRIPTION

a. Validation. At the point of issuance the ID card must be validated with the signature of the current Director, DCDC. A facsimile of the Director's signature may be used.

b. Content. The ID card is made of rigid PVC plastic containing computer-generated data and image superimposed on the front and back. The "front" of the ID card bears a digitized photograph of the employee's head and shoulders, in color, against a light blue background surrounded by a color border (red border for uniform employees, blue border for non-uniform employees, green border for volunteers and yellow border for contract/intern employees). The employee's name, signature, and signature of the Director, DCDC are positioned below the employee's photograph. The ID card number is situated on the front of the card in a contrasting color on the image border.

The back of the card shall bear the card's expiration date, issuance date, employee's height, weight, birth date, and the digitized representation of the employee's right thumbprint. A bar-code representation of the employee's security number using "Interleaved 2 of 5" standard bar-code format is located .250" +/- .101" from the bottom edge of the card. The bar-code must be .575" +/- .005" in height.

- c. **Retirement Identification Card.** Retirement ID cards will be issued to eligible employees upon retirement and to any department retiree upon request with appropriate identification and proof of DCDC retirement. Refer to section 5d of this Program Statement for replacement cards instructions for retirees. Retirement ID cards are the same as those issued to non-uniform employees except ***"RETIRED"*** is captioned below the photograph within the border.
- d. **Volunteer Identification Card.** The Office of Volunteer Services is responsible for issuing ID cards to all approved volunteers who are assigned to facilities. Volunteer ID cards are the same as those issued to non-uniform employees except ***"VOLUNTEER"*** is captioned below the photograph within the border.

7. MAINTENANCE AND DISPLAY. The ID Card is D. C. Government property and its use and safekeeping are entrusted to the employee to whom it is issued. Employees shall prominently display the card at all times while on duty so the employee may be identified. The card must be displayed on the front of the employee either by affixing it to the employee's outer garment utilizing the provided spring-load clip, or by purchasing an alternative chain or ID holder to display the card. The card will not be displayed lower than the waistline or higher than the neckline. The employee must take reasonable steps to protect this card from loss, theft, and damage.

8. DISPOSITION OF IDENTIFICATION CARDS

- a. **Separation from the Department of Corrections.** Upon an employee's separation from the DCDC, the HRMD will ensure that the employee surrenders his/her ID card during the Employee Clearance Process. Failure to do so shall preclude final clearance. The employee's final regular pay and any leave payments shall be withheld until final clearance is obtained.
- b. **Lost, Stolen or Destruction of Identification Cards.** An employee is responsible for reporting the loss, theft or destruction of his/her ID card to his/her Warden, Office Chief, Administrator, or Deputy Director in writing no later than the next business day after they become aware of it. Employees must provide as many details as possible about the loss or destruction, including date and circumstances, if known. An employee's failure to report a lost, stolen, or damaged ID card may result in adverse or corrective action in accordance with Chapter 16 of the District Personnel Manual.

In addition to a written report, employees working in an institution at the time of loss or theft must verbally notify (upon discovery of loss or theft) the ranking correctional supervisor on duty immediately.

The written report coupled with the DCDC Form 1.512 shall be forwarded to the Chief, Office of Internal Affairs, for review, investigation and approval for replacement card.

The HRMD shall maintain a file listing of employees who have reported lost, stolen, destroyed, or recovered ID's.

c. **Damaged Cards.** Cards that are in an employee's possession, but are damaged may be replaced upon supervisory approval, provided the identity of the employee can be determined by examining the damaged card.

9. RESPONSIBILITIES. The Special Projects Officer is responsible for ensuring that sufficient staff is properly trained in the use of the equipment and software used to issue identification cards. He/she shall also ensure the proper maintenance of the equipment. This responsibility includes ensuring that vendor maintenance contracts are procured, ordering supplies, and ensuring that adequate supplies are kept on hand.


10. CONTROL AND ACCOUNTABILITY. All ID cards are numbered. The HRMD shall maintain accountability of cards issued. HRMD shall maintain a log of ID cards issued to individual employees.

The log shall include the card number, name and signature of the employee to whom issued, and the date issued. Returned ID cards and the log shall be stored in a secure location to prevent unauthorized distribution.

All recalled or confiscated cards shall be turned over to the HRMD for destruction.

11. DESTRUCTION OF EMPLOYEE IDENTIFICATION CARDS. The Chief of Human Resources Management (or his or her designee) shall destroy all expired, recalled, damaged identification cards and any recovered lost or stolen Employee Identification Cards (except when an employee whose lost or stolen card has been returned and the employee has not yet been issued a replacement card).

12. SURRENDER AT SEPARATION. The ID card shall remain in the possession of the employee to whom it is issued until retirement, resignation, termination, or expiration, at which time the employee shall return the Employee ID card to the Department for disposal. The employee shall use a Department Clearance Form and clear his or her Employee ID card through the HRMD when it is surrendered. Failure to do so shall preclude final clearance. The employee's final regular paycheck and any annual leave payment shall be withheld until final clearance is obtained.



Odie Washington
Director

ATTACHMENT

Form 1.512, "Application for Department of Corrections Employee Identification Card"